

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Formal Complaint regarding Bullying in the Classroom

Dear [Principal's Name],

I am writing to formally bring to your attention a serious issue of bullying that is currently taking place in [child's name]'s classroom, specifically in [child's grade/class/teacher's name]. As a concerned parent, I am deeply worried about the ongoing harassment and intimidation that my child, [child's name], has been subjected to by one or more students within the classroom environment.

Over the past [duration – e.g., weeks/months], my child has shared several distressing incidents, including [briefly describe specific incidents, such as name-calling, exclusion, verbal abuse, physical intimidation, or other behaviors]. These events have had a noticeable negative impact on my child's emotional well-being, self-esteem, and academic performance. [He/She/They] has/have become increasingly reluctant to attend school and has/have expressed feelings of fear and anxiety.

I am extremely concerned about the safety and welfare of my child and other students who may also be affected by such behavior. Every student deserves to learn in an environment free from bullying, and I respectfully request that the school take immediate action to investigate these incidents and implement effective measures to stop the bullying.

Specifically, I am requesting the following:

- A prompt and thorough investigation into the reported incidents.
- Appropriate disciplinary action against the individuals responsible, if found guilty.
- Support services or counseling for my child and any other affected students.
- A meeting with myself, relevant staff members, and administrators to discuss a plan moving forward.
- Information on the school's anti-bullying policies and measures to ensure all students' safety and well-being.

I trust the school will recognize the seriousness of this matter and respond accordingly. Please inform me at your earliest convenience regarding the steps that will be taken to address my concerns.

Thank you for your attention and cooperation.

Sincerely,
[Your Name]